

EXTERNAL – Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Workforce Services

Bureau: Apprenticeship & Training Program
Statewide Workforce Programs and Oversight

Date Posted: 06/18/2008

Job Category: Business and Financial Operations

Position Number: 66201476 & 66201481

Position Title: EMPLOYMENT SPECIALIST (TRAINING OFFICER)

Bargaining Unit: 038

Union: MPEA

Location: HELENA

Job Status: Full Time Permanent

Salary: \$29,362.00 to \$33,613.00

Salary Unit: Year

Additional Salary Applicants' qualification will be assessed based on minimum

Info: qualifications and in accordance with Pay Plan Rules.

Shift: Daytime

Band or Grade: 5

Closing Date: 07/09/2008

Supplement
Required: Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

– OR –

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-4535

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

Fast paced and changing office environment with approximately 50% of the work performed in the field. Extensive travel to perform work, attend meetings and/or training around the state. Successful applicant must have a valid driver's license and proof of insurance. Some overtime may be required.

For further information about DLI agency and job application materials see:

<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

This position works with employers (primarily private sector) including labor unions to develop apprenticeship training opportunities by evaluating the training site, designing the training, developing progressive wage schedules, and monitoring the training for compliance with various state and federal rules and regulations. The position also provides technical consulting services to unions and labor management organizations and performs a variety of public relations and speaking activities in the promotion of the apprenticeship program.

Competencies:

This position requires advanced knowledge of the principles and practices of adult education and skill in the application of a variety of training methods and techniques. In order to design and evaluate apprenticeship training programs, this position needs to have a working knowledge of all the apprentice-able occupations such as electrical work, carpentry, auto mechanics, plumbing, etc. and must be able to apply an extensive body of wage and hour, labor and equal opportunity laws as well as adult education principles. This position needs to have above average interpersonal skills to sell the program to sponsors and to make public presentations, to mediate disputes between trainees and employers and to consult with labor unions. Diplomacy and sensitivity to women and minority groups is required to negotiate with labor and tribal organizations. Skill in the use of a personal computer including various software, and audio-visual aids. The incumbent must have the ability to gather and analyze data; to draw valid conclusions; to communicate effectively verbally and in writing; to maintain effective working relationships with other state agencies and the public.

Behavioral Competencies required to successfully fulfill the duties and responsibilities of this position include: Substantial skills in Customer Service/Orientation, which allow the incumbent to satisfy the customer by meeting or resetting their expectation while providing choice in the services available. Ability to work effectively in a team environment and to demonstrate initiative and accountability to maintain a high level of productivity independently. A strong sense of professionalism that enables the incumbent to perform in a manner, which reflects emotional maturity even in volatile and difficult circumstances caused by a changing work environment. Ability to focus efforts and energy on successfully attaining clear, concrete, accurate timely and measurable outcomes of importance to the customer, persisting even when challenged by obstacles and/or opposition. Ability to break employment problems into component parts and consider or organize actions in a systematic way; the process of looking for underlying causes or thinking through the consequences of different courses of action. Accepts change as a healthy and normal part of organizational growth; responds positively to changes in direction, priorities and assignments. Can maintain focus and effectiveness during rapid changes and transitions. Shows a consistent pattern of being able to recognize the activities needed to accomplish an objective and to plan and initiate appropriate steps to do so with minimal supervision in the process.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Education and experience equivalent to a Bachelor's Degree in Business Administration, Education, or a related field, and one year of experience in the training field, preferably working with employers and/or labor organizations in skilled trade occupations. Experience with apprenticeship programs is desired. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment**

Preferences (PD-25A) must provide verification of eligibility with the application materials.

3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

** Selection will be based on the following:

Qualifications = 20% Capabilities = 70% Seniority = 10%

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. Describe your knowledge and/or experience, if any, working with apprenticeship and training programs.
2. Describe your experience determining training needs and evaluating the results.
3. Describe your experience that demonstrates your ability to write clear, concise reports.
4. Describe your experience with conflict resolution and the methods and principles you utilized to resolve conflict.